

ORIGINAL	CLOSING CHECKLIST		FILE#
ADDRESS		HOME#	
CLIENT(S)		CELL (HIM)	
CLIENT ADDRESS		CELL (HER)	
CLOSING DATE & TIME		WORK (HIM)	
CONTRACT DATE		WORK (HER)	
ACCEPTANCE DATE		EMAIL	
MUNIC. INSP. DEADLINE		EMAIL	
Spire: 621-6960 Water: 1-866-430-0820 Ameren UE: 342-1000 City: 622-3352 County: 615-4142			
EARNEST MONEY TURNED IN		WRITTEN COMMITMENT BY	
MO BROKER DISCLOSURE FORM		REVIEW OF INDENTURES RIDER? Date?	
MUNICIPALITY INSPECTION ORDERED		HAS BUYER PURCHASED HOMEOWNERS INS.	
COUNTY TO RE-INSPECT		SELLER INFO LETTER TO TITLE COMPANY	
CLOSING PACKET SENT TO TITLE CO.		HAS LENDER APPROVED SELLER PAID CC	
CLOSING OF CONTRACT TO LENDER		INFORM BUYERS TO TRANSFER UTILITIES	
TITLE AND SURVEY DEADLINE		IS THERE AN OPEN LINE OF CREDIT	
HOME WARRANTY SENT TO TITLE CO.		CERTIFICATION OF TRUST SENT TO TITLE COMPANY	
CURRENT SURVEY?		NEED CHECKING ACCOUNT IN NAME OF TRUST	
BUILDING INSPECTION FINAL DAY		BUYERS NAMES ON OCCUPANCY PERMIT	
BUILDING INSPECTOR		OBTAIN RECEIPTS AND LIEN WAIVERS	
TERMITE INPECTOR		WALK THROUGH SCHEDULED	
NOTIFY TITLE CO. & LENDER IF THERE ARE ANY CREDITS PER BUILDING INSPECTION NOTICE		NOTIFY CLIENT TO BRING DRIVERS LICENSE TO CLOSING	
BUILDING INSP. NEGOTIATION DEADLINE		INFORM BUYERS TO BRING CASHIERS CHECK TO CLOSING	
INSURABILITY DEADLINE		HAS THANK YOU NOTE BEEN SENT TO CLIENT	
APPRAISAL DATE		DOES CLIENT HAVE FB PROFILE	
HAVE LOAN PREDICATIONS BEEN FIXED		HAS CLIENT BEEN ADDED TO MAILING LIST	
LISTING TITLE CO.		SELLING TITLE CO.	
ADDRESS		ADDRESS	
PROCESSOR		PROCESSOR	
CLOSER		CLOSER	
EMAIL		EMAIL	
PHONE		PHONE	
LENDER		LOAN OFFICER & EMAIL	
LENDER PHONE #'S			
R.E. AGENT & ID		ADDRESS	
COMPANY & BC		LICENSE #'S	
OFFICE#		CELL#	
FAX#		EMAIL:	

NOTES:

Building Inspection:

Termite Inspection:

Radon Inspection:

Sewer Lateral Inspection:

HVAC/Gas Inspection:

Condo Resale Certificate:

Indenture Deadline: